

**Administration****General Administration  
Policies****Duty Station  
Assignments****POLICY:**

- .01 Each employee is assigned to a duty station that is his or her primary work location for an indefinite period. Although Los Alamos is the duty station for most employees, the Laboratory may establish primary duty stations other than Los Alamos to meet its needs. Employees may be assigned to a different duty station at any time. Assignment to any duty station is at the discretion of the Laboratory. Unless specifically stated otherwise, the policies that apply to employees at Los Alamos, including safety, security, discipline, and reduction-in-force policies, apply to employees assigned to other work locations.

**ESTABLISHING NEW  
DUTY STATIONS:**

- .02 The Laboratory will establish a new duty station when a defined Laboratory mission of indefinite duration cannot be effectively carried out from Los Alamos or any other previously established duty station.

**Approval Authority**

- .03 The Director for Human Resources (DHR) is the approval authority for proposals from cognizant Division Leaders or Associate Directors to establish additional duty stations.

**Responsibilities**

- .04 When proposing a new duty station, the cognizant Associate Director or Division Leader must ensure that all issues concerning facilities, security, and finances have been addressed. Once the duty station has been established, the Associate Director or Division Leader must ensure safe, secure, and effective operations at the duty station, including appropriate supervision of personnel, and that workers at the new duty station receive appropriate communications about Laboratory issues, policies, and initiatives.
- .05 The Business Operations Division must ensure that appropriate payroll taxes are withheld and that Workers' Compensation insurance and applicable state and local taxes are paid.

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## Duty Station Assignments

- Assignment of Personnel** .06 When a new duty station is created employees with technical expertise and experience critical to the mission of the new duty station may be assigned to the new duty station. A Personnel Action form documenting the change in duty station must be approved by the cognizant Associate Director or Division Leader. Subsequent vacancies must be filled according to Laboratory employment policies (*see AM 104 and AM 108*). Positions not requiring technical expertise and experience must be filled from the local market at the duty station, rather than assigning an employee from Los Alamos.
- CHANGE OF STATION:** .07 A change of station(COS) assignment occurs when an employee is sent on a temporary assignment away from the employee's regular duty station that is of mutual benefit to the employee and the Laboratory. Depending on the type of assignment, a COS can be singly or jointly sponsored by the Laboratory, the Department of Energy (DOE), or Other Federal Agency (OFA) or may be designated under the auspices of an Intergovernmental Personnel Agreement (IPA). Each type of assignment must comply with the relevant federal regulations.
- .08 COS assignments complement the Laboratory's mission to serve national interests by sharing unique scientific, technological, and professional expertise with the government, industry, and universities. These assignments must benefit the Laboratory, provide career development opportunities for its employees, and enhance the Laboratory's association with, and understanding of, the entities it serves.
- Length of Assignment** .09 A change of station assignment is initially designated for 1 to 2 years and may be renewed up to a total of no more than 3 years. An IPA assignment may total 48 months. The Laboratory may terminate a COS assignment at any time before the expected ending date. If a COS position is vacated, the COS should be re-evaluated for necessity and appropriateness

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## Duty Station Assignments

**NOTE:** If, at the time of the initial assignment, the cognizant Associate Director expects the assignment to be of indefinite duration, a duty station must be established and the employee's duty station changed to reflect the new assignment. If the assignment is intended to be more than 2 years at an existing duty station, the employee must be assigned to the duty station rather than placed on COS.

### Approval

.10 The Principal Deputy Director has approval authority for all COS assignments and the authority to grant exceptions to this policy. The cognizant Division Leader submits the request for COS assignment. See the [COS template](#). The Human Resources Division is responsible for program administration, in conjunction with the above approvals. See the [program guidelines](#).

.11 At the end of the COS assignment, the sending division office must make every effort to place the COS assignee in a position that utilizes the experiences from the COS assignment for the benefit of the employee. The position may or may not be the same one the employee vacated to accept the COS assignment.

**NOTE:** Normally, an employee must return to his or her primary duty station for a period at least equal to the COS assignment before he or she is eligible for another COS assignment.

### EXTENDED TRAVEL:

.12 When an employee is assigned to a duty station other than his or her primary duty station for more than 30 days, but less than 1 year, the assignment is considered extended travel. The group-level manager may approve extended travel assignments when the assignment is in the best interests of the Laboratory. At the end of the extended travel assignment, the employee returns to the same or an equivalent position in the same division. The Laboratory may terminate extended travel assignments at any time before the expected ending date.

### IMPLEMENTATION:

.13 Laboratory Counsel must review and approve all procedures, including travel regulations, that implement this policy.

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## Duty Station Assignments

### SUPPLEMENTAL INFORMATION:

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| <b>Reimbursement of Expenses</b> | .14 | Depending on the location and the length of the assignment, the employee may be eligible for reimbursement of travel, lodging, relocation, and/or subsistence expenses. See the <a href="#"><u>Laboratory Travel Regulations</u></a> .  |
| <b>Salary Increases</b>          | .15 | Employees who are on extended travel or COS assignments, or assigned to duty stations other than Los Alamos are eligible for increases at salary review and receive the same consideration they would receive if they were stationed at Los Alamos.   |
| <b>Benefits</b>                  | .16 | Retirement service credits and benefits are not affected by assignment to duty stations other than Los Alamos. However, insurance coverage may be affected; contact the Compensation and Benefits Group (HR-1) for detailed information.  |
| <b>Workers' Compensation</b>     | .17 | Employees whose duty stations are outside of New Mexico may be subject to the Workers' Compensation laws of the state where the duty station is located. Employees with questions about worker's compensation should contact the Business Operations Division Office.   |
| <b>Tax Withholding</b>           | .18 | When applicable, state income taxes are withheld according to the requirements of the state where the duty station is located. In some instances, income tax withholding may be required by the state where the employee resides. The Payroll Team in the Accounting Group (BUS-1) provides information on tax withholding procedures only. Employees seeking tax advice should contact a private tax professional. |
| <b>Security Clearances</b>       | .19 | Unless DOE approves an exception, an employee's security clearance will be terminated by DOE when an employee goes on an assignment of more than 90   |

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## Duty Station Assignments

days to a location where a clearance is not required.

### Spouses

- .20 Spouses or domestic partners of COS assignees or employees on extended travel who are also employed by the Laboratory may be granted a personal or programmatic leave without pay by their organization for the duration of the assignment. See AM 318, Leave Without Pay.

### Organizational Assignment

- .21 Employees on extended travel remain assigned to the sending organization. Employees on COS must be reassigned to the cognizant program office. The home organization must provide employees on extended travel and COS with a liaison point of contact who

Keeps the appointee informed of activities within the division, program, and Laboratory,

Provides performance assessments during the COS assignment, and

Assists the employee in reintegrating into the Laboratory at the end of the assignment.

The employee must initiate and actively pursue the search for a suitable position at the end of the COS assignment. The liaison point of contact for an employee on COS must assist the employee in finding an appropriate Laboratory position.